

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
	<b>1. Log No:</b> ACYF-PI-CC-03-06	<b>2. Issuance Date:</b> December 2, 2003
	<b>3. Originating Office:</b> Administration on Children, Youth and Families	
	<b>4. Key Words:</b> Child Care and Development Fund (CCDF); Financial Reporting Form for Indian Tribes	

**CHILD CARE AND DEVELOPMENT FUND  
PROGRAM INSTRUCTION**

**TO:** Tribal Lead Agencies administering child care programs under the Child Care and Development Block Grant (CCDBG) Act of 1990, as amended, and other interested parties.

**SUBJECT:** Revised Form ACF-696T--a Financial Reporting Form for Child Care and Development Fund (CCDF) Tribal Lead Agencies.

**REFERENCES:** The Child Care and Development Block Grant (CCDBG) Act of 1990 as amended; section 418 of the Social Security Act; 45 CFR Parts 98 and 99.

**EFFECTIVE DATE:** This form must be received annually by the Administration for Children and Families (ACF) on or before December 29.

**PURPOSE:** This Program Instruction distributes the Form ACF-696T and describes the CCDF financial reporting requirements for Tribal CCDF Lead Agencies. The Office of Management and Budget (OMB) approved the Form ACF-696T under OMB # 0970-0195.

**BACKGROUND:** Attached is a copy of the Child Care and Development Fund ACF-696T Financial Report (the ACF-696T). Tribes are required to use the ACF-696T to report expenditures for the Tribal Mandatory, Discretionary and Construction and Renovation funds issued under the CCDF.

**ACTION**

**REQUIRED:** Fill out the form and submit it to ACF by December 29.

**SUBMISSION:** Form ACF-696T must be received by ACF within 90 days after the end of each Federal fiscal year (i.e. December 29 of each year).

- One copy with an original signature must be submitted to:

The Administration on Children and Families  
Office of Administration  
Division of Mandatory Grants  
370 L'Enfant Promenade, S.W.  
Washington, D.C. 20447

- A signed copy must also be submitted to the ACF Regional Administrator.

**NON-REPORTING**

**PENALTIES** Failure to submit the ACF-696T report on or before the due date may be a basis for withholding financial payments, suspension or termination.

**INQUIRIES:** Inquiries should be made to the appropriate ACF Regional Office.

/s/

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Joan E. Ohl  
Commissioner  
Administration on Children,  
Youth and Families

**Attachments:**

Form ACF-696T  
Instructions for Completion of Form ACF-696T  
List of ACF Regional Offices

**cc:** ACF Regional Offices